PERSON SPECIFICATION

Job Title: Circuit Admin Assistant

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to GCSE level or equivalent including Grade C/4 or equivalent in English and Maths	X		A, Q
Willing to undertake Health & Safety, Safeguarding, Equality, Diversity & Inclusion, GDPR and any other training required to fulfil the job description	X		A, I
Proven Ability			
Able to use IT systems competently including Microsoft Word, Excel and Outlook	X		A, I
Excellent communication skills – verbally and in writing	X		A, I
Understanding and awareness of, and a commitment to work within, GDPR protocols and procedures	X		A, I
Well organised with good attention to detail	X		A, I
Proficient with Microsoft Office programs including Word and Excel	X		A, I
Able to maintain and develop effective systems for managing information	X		A, I
Special Knowledge & Skills			
Previous secretarial/administrative experience		X	A, I
Experience of preparing reports, minutes and correspondence		X	A, I
Proficient with software such as Canva, Mailchimp and Adobe		X	A, I
Proficient with 'Cloud' software such as Dropbox, Google Drive and WeTransfer	X		A, I
Special Qualities or Aptitudes			
Able to contribute effectively as part of a team	X		A, I
Excellent interpersonal skills with the ability to build effective working relationships with a wide range of people across the Circuit	X		A, I
Able to exercise discretion and maintain a high degree of confidentiality	X		A, I
Able to adapt to changing priorities and circumstances	X		A, I

Any Other Requirements			
Understand and be in sympathy with the aims and work of the Airedale Methodist Circuit and The Methodist Church in Great Britain	X		A, I
Satisfactory Enhanced Disclosure from the Disclosure & Barring Service	X		D

Method of Assessment: A – Application Form, I – Interview, E – Exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts), D - DBS Application

(We reserve the right to assess any other aspects of the role in a format not previously described)